



Human Resources Department  
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***Delia Ruiz, Assistant Superintendent, Human Resources***

April 21, 2016

«First\_Name» «Last\_Name»  
«Address»  
«City», «State» «Zip»

## **Re: NOTICE OF DATA BREACH**

Dear «First\_Name»:

We are writing to tell you about the release of your social security number. We want you to know what happened and the steps we are taking to protect your confidential information.

### **What Happened?**

The Bay Area News Group, a publisher of multiple Bay Area newspapers, annually conducts surveys of all public agencies in the Bay Area regarding employee salary and related payroll information. They are entitled to this information pursuant to the California Public Records Act. The District compiled the requested information and transmitted it in an electronic file last week to the reporter who was coordinating the collection of the data. Unfortunately, the District inadvertently sent an electronic file that contained social security numbers. It did not include any other confidential information such as addresses, telephone numbers or birthdates. The reporter immediately contacted us about the transmission of confidential data. We then immediately responded by requesting that the reporter delete the files, and we transmitted another version of the data requested that did not include confidential data.

### **What Information Was Involved?**

The only information at issue are social security numbers.

### **What We Are Doing to Protect You?**

We have requested that Bay Area News Group immediately delete the data file and we have received confirmation that they have done so.

While we do not believe that BANG has accessed the information or would ever use the information for any improper purpose, we believe it is important to notify you.

We also have secured a one-year, complimentary subscription to an identity protection program provided by Identity Fraud, Inc. to assist in helping protect you from identity theft exposures. Identity

Fraud, Inc. (IFI) is an original provider and leader in helping individuals better prevent, prepare for, and respond to cases of identity theft. Summary details on the IFI Program include:

- Unlimited access to the IFI Hotline at 1-866-443-3728 for questions and assistance
- Unlimited access to FCRA Certified fraud resolution specialists to help resolve identity theft cases, whether arising from this incident or that may arise from subsequent unrelated events
- \$25,000 of identity insurance per year/\$0 Deductible (no activation or enrollment needed)
- Proactive prevention resources and tools

There is no action required on your part to receive the above benefits as you have already been automatically enrolled. However, since BUSD has not shared your information with IFI, please have this letter accessible when calling IFI. The activation code will be used to verify your active status.

- Credit Monitoring - *Activation is required. To activate, please visit: <https://my.identityfraud.com/busd> Your activation code is: «code»*

### **What You Can Do**

We encourage you to use this service and to carefully review the prevention action steps found on the enclosed handout as well as those located at <https://my.identityfraud.com/busd>. Representatives from IFI know about the inadvertent disclosure from the District and can answer questions about protecting your identity. For help, please call 1-866-443-3728, between 9am and 5pm, Pacific time, Monday-Friday, or for urgent victim assistance needs, call anytime, 24/7 to speak with a customer service representative.

Again, while we don't know that anyone has tried to misuse your personal information, or intends to do so, we believe it is important to notify you. We are also notifying the California Attorney General as required by law. Your name and other personal information will be kept confidential.

### **Additional Information**

We deeply regret that this happened. The Berkeley Unified School District is working hard to help all impacted employees with these issues.

If you have any questions, please contact Diana Bonilla at 510-644-6414.

Sincerely,



Delia Ruiz  
Assistant Superintendent of Human Resources  
Berkeley Unified School District